



IN ANSWER TO YOUR QUERY

GROUP REGISTRATION OF PUBLISHED PHOTOGRAPHS

FL-124

library
of
congress

A group of published photographs may be registered on a single form with a single fee if all the following conditions are met:

copyright
office

- 1 All the photographs are by the same photographer. If an employer for hire is named as author, only one photographer's work may be included.
- 2 All the photographs are published within the same calendar year
- 3 All the photographs have the same copyright claimant(s)

To apply for registration, send the following material in the same envelope or package to the Library of Congress, Copyright Office, 101 Independence Avenue, S.E., Washington, D.C. 20559-6000:

101
independence
avenue,
s.e.

- 1 A correctly completed application **Form VA** or **Short Form VA**.
Follow the instructions for completing Form VA as provided on the Form GR/PPh/CON.
- 2 A completed **Form GR/PPh/CON**.

washington, d.c.
20559-6000

You must normally use this form if the date of publication is not identified on each of the deposited images. However, use of this form is optional if the images you are registering were all published within the 3-month period immediately prior to the date of receipt of your application, or if each of the deposited images published within a calendar year contains a specific date of publication. We strongly encourage its use, as doing so creates a more complete record. Photocopies of this form are acceptable, but both sides must be duplicated.

- 3 A **\$30*** nonrefundable filing fee for each VA application.
- 4 A nonreturnable **deposit of the work** to be registered.

You must deposit a copy of all photographs included in the group for which registration is sought. Only the photographs being registered as part of the group should be included. Submit the photos in one of the flexible formats listed on the instruction for Form GR/PPh/CON.

Cautions about group registration: If infringement of a published work begins before the work has been registered, the copyright owner can obtain the ordinary remedies for copyright infringement (including injunctions, actual damages and profits, and impounding and disposition of infringing articles). However, the owner cannot obtain special remedies (statutory damages and attorney's fees) unless registration was made before the infringement commenced or within 3 months after first publication of the work. **To be certain that your application, deposit, and fee are received in the Copyright Office within 3 months of publication of the earliest published photograph within the group, you may wish to register fewer than 3 months of published photographs on a single application.**

Sincerely yours,

Register of Copyrights

* Copyright Office fees are subject to change. For current fees, please check the Copyright Office website at www.copyright.gov, write the Copyright Office, or call (202) 707-3000.

Enclosures

group registration of published photographs

How Long Does Copyright Registration Take?

A copyright registration is effective on the date the Copyright Office receives all required elements in acceptable form, regardless of the length of time it takes to process the application and mail the certificate of registration. The length of time required to process an application varies, depending on the amount of material received.

You will receive no acknowledgement that your application for copyright registration has been received (the Office receives more than 500,000 applications annually), but you may expect:

- A letter, telephone, or email call from a Copyright Office staff member if further information is needed; and

- A certificate of registration to indicate the work has been registered, or if the application cannot be accepted, a letter explaining why it has been rejected.

You might not receive either of these until approximately 4–5 months after submission.

If you want to know when the Copyright Office received your material, send it via registered or certified mail and request a return receipt.

For further information, write:

*Library of Congress
Copyright Office
Information Section, LM-401
101 Independence Avenue, S.E.
Washington, D.C. 20559-6000*

Application Forms

If you need additional application forms for copyright registration, call (202) 707-9100 at any time. Leave your request as a recorded message on the Copyright Office Forms and Publications Hotline. Please specify the kind and number of forms you need. If you have general information questions and wish to talk to an information specialist, call (202) 707-3000, TTY (202) 707-6737.

You may also photocopy blank application forms; **however**, photocopied forms submitted to the Copyright Office must be clear, legible, on a good grade of 8½-inch by 11-inch white paper suitable for automatic feeding through a scanner/photocopier. The forms should be printed, preferably in black ink, head-to-head so that when you turn the sheet over, the top of page 2 is directly behind the top of page 1. **Forms not meeting these requirements will be returned.**

All Copyright Office application forms are available from the Copyright Office Website at www.copyright.gov. They may be downloaded and printed for use in registering or renewing a claim to copyright.

You must have Adobe Acrobat Reader installed on your computer to view and print the forms. The free Adobe® Acrobat® Reader may be downloaded from Adobe Systems Incorporated through links from the same Internet site at which the forms are available.

Print application forms head-to-head (top of page 2 is directly behind the top of page 1) on a single piece of good quality, 8½-inch by 11-inch white paper. To achieve the best quality copies, use a laser printer.

Copyright Office circulars, forms, and other information are also available from the Copyright Office Website.

Copyright Office circulars and announcements are available via fax. Call (202) 707-2600 from any touchtone telephone. Key in your fax number at the prompt and the document number of the item(s) you want to receive by fax. The item(s) will be transmitted to your fax machine. If you do not know the document number of the item(s) you want, request that a menu be faxed to you. You may order up to three items at a time. Note that copyright application forms are *not* available by fax.